

PLAIN LANGUAGE

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
FACILITATION AND ATTENDANT SERVICES GUIDELINES
FOR
NON-AGENCY MEMBERS**

INTRODUCTION

The State Council on Developmental Services (Council) understands that some members may need reasonable accommodations to help them participate in meetings. To address this issue, the Council has set up guidelines on the support services for certain members who need facilitation and/or attendant services. These guidelines apply to all members except members who represent a government agency. Therefore, the following guidelines apply to non-agency members.

When a member needs support, reimbursement is available for these services. The Council will pay for services provided by individuals working as a facilitator or an attendant, or who provide both facilitator and attendant services to the member.

Reimbursement for facilitation or attendant services must be reasonable and follow the State of California reimbursement rules. Attachment A helps with shows costs for Facilitators and Attendants that have been considered reasonable.

DEFINITIONS

The following are definitions for facilitation and attendant services:

1. Facilitation is help a member gets to perform the necessary functions of his/her position. Help is provided based on the needs of the member, and may include some or all of the following:
 - a. Help explaining policy related information so it is more easily understood. This help can be either written down or explained orally.
 - b. Providing a breakdown of the important issues without taking any sides. This may include different positions and suggestions for voting for and against any particular position. The intent is to provide the member with the knowledge needed to make informed decisions.

- c. Helping the member to effectively communicate both positions and questions on important issues and/or with remembering important information.
 - d. Support to accomplish other related tasks, such as making travel arrangements and scheduling committee activities on behalf of the member.
- 2. Attendant service is help from others to independently perform activities of daily living. Services may include assistance with care and hygiene, mobility and escort responsibilities, and to a lesser degree, help with cognitive tasks such as help with reviewing and processing certain information.
- 3. Both facilitation and attendant services are defined as help the member receives to perform the important functions of his/her official position. For example, although an individual may need almost the same assistance from an attendant both in his/her home and while away on Council related travel, these guidelines address only those services directly related to doing the official job of a member.

RESPONSIBILITIES OF FACILITATORS AND ATTENDANTS

The need for, and level of, facilitation or attendant service should mainly be decided by the member. During the new member's orientation to the Council, it is important for the member to clearly explain what type of help he or she needs. The new member must be able to make an informed decision as to whether an accommodation is necessary.

Accommodations also may include help other than facilitation or attendant services. These guidelines only talk about two types of accommodation – facilitation and accommodation. However, other forms of accommodation might be needed, such as enlarged print, modified seating arrangements, and ways of traveling.

A. FACILITATORS - RESPONSIBILITIES

Facilitators are responsible for providing services that enable the person to function as an important member of the Council. The following list shows some examples of activities that a facilitator may help with:

1. Making and updating a calendar of Council related meetings and activities for the member. This may include assistance with following up on commitments.
2. Making transportation/travel arrangements for Council related meetings.
3. Obtaining and/or managing payments needed for taking part in Council related meetings. This may also include follow-up in filling out paperwork. An example may be sending in receipts for cash advances or travel reimbursement claims.
4. Preparation before Council related meetings by going through agenda items. Should the facilitator not understand an issue, he/she is responsible for obtaining any information necessary for clarification.
5. Support during meetings through interpretation of actions or discussions on agenda items. As with preparing for the meeting, if the facilitator does not understand an issue, he/she is responsible for making sure that the issue is clarified. The member may also need help with group or meeting rules, such as Parliamentary Procedure.
6. Reviewing Council actions or discussions after the meeting.

In addition to the examples listed above, there are two important ideas that a facilitator should follow when providing services.

The first idea is that while interpreting, the facilitator must accurately convey information in a more easily understood way. This may be especially difficult when the facilitator disagrees with what has been said or written. The facilitator is not responsible for the content of the communication, only for presenting it accurately.

The second idea is that the member's ideas and decisions are important in order for the member to do Council work. While the person being served is an appointed member of the Council, the facilitator is not. For this reason, the facilitator should not counsel, advise, or interject personal opinions while helping the member in carrying out his or her official duties. Doing so may result in inappropriate participation by the facilitator.

B. ATTENDANTS - RESPONSIBILITIES

Responsibilities of attendants may include, but are not limited to, the following examples:

1. Helping with personal maintenance and hygiene, which may include some or all of the following: dressing, grooming, eating, bathing, respiration equipment maintenance, and toilet functions such as bowel, bladder, catheter and menstrual tasks. An attendant must know of the member's usual needs in addition to other needs that may come up from time to time, such as what to do if the member experiences a seizure.
2. Helping the Council member with traveling to and from Council related activities.
3. Helping with mobility tasks, which may include helping the member to move from place to place within confined settings. Examples could include movement from a meeting room to a local restaurant or from one chair to another.
4. Helping with some cognitive tasks, such as reading, money handling, making travel arrangements, simple clerical tasks, and some interpretation of difficult to understand information.

NOTE: Although attendants and facilitators may occasionally provide similar help with regard to cognitive (or "thinking") tasks, the attendant provides less of this help and typically would not interpret issues related to policy development.

C. FACILITATOR/ATTENDANT - RESPONSIBILITIES

The Council recognizes that a person may be capable of performing a dual role as facilitator and attendant. The responsibilities and duties for these individuals would include those outlined above for the facilitator and attendant.

PERFORMANCE

Each member is responsible for deciding and judging the performance of the facilitator or attendant providing services to the member. Job performance of a facilitator or attendant is mainly decided by the unique needs of the member being served. Based on a self-assessment, the member specifies the type(s) of assistance that will be expected of the facilitator and/or attendant. Expectations are to be in specific and must be in writing in order to provide information for reimbursement. Each expectation, or task, once clearly explained, must be included in a checklist of tasks.

The task checklist will help in identifying and documenting specific areas with which the member needs help. For example, if the member says he/she needs a facilitator, the specific task(s) are also to be identified. Some examples are assistance with making transportation/travel arrangements, interpretation of agenda items, and/or handling/managing funds. Similarly, a member may determine that he/she needs an attendant's help with three tasks: eating, bathing, and toileting. A more specific description, for example, may explain that, in order for the member to bathe, the member may need help with undressing and dressing, but not with washing, drying, or other remaining steps.

Additional information, worksheets, and sample checklists may be found in the Council's publication, "Facilitation: Purpose, Planning, and Practice." This publication may be accessed at: <http://www.scdd.ca.gov/res/docs/pdf/SSAN/Facilitation.pdf>

ATTACHMENT A

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES FACILITATOR AND ATTENDANT SERVICES AND TRAVEL REASONABLE AND REIMBURSABLE PAYMENTS

SERVICES

When a non-agency member of the Council has determined that facilitator or attendant services are needed to assist them in performing his/her essential Council functions, the Council will authorize payment for facilitator or attendant services if those payments are reasonable under the State's reimbursement rules. For example, the following pay rates based on 2013 information compiled by the Department of Developmental Services have been determined to be reasonable and reimbursable:

<u>SERVICE</u>	<u>PAY RATE</u>
Facilitator	\$13.09 per hour
Attendant	\$13.46 per hour

The above pay rates are based on the mid-range monthly salaries of comparable state classifications. Each relevant salary was changed to an hourly rate and adjusted by 28.1 percent (the cost of state benefits) in order to deal with the self-employment cost to private vendors. Payment of these rates were limited to two hours before, during, and two hours after a Council related meeting.

Services Provided by Employees or Other Compensated Persons: If the facilitator or attendant is an employee of the Council, developmental center or regional center, or is already being compensated for the facilitation or attendant services, the Council will reimburse only for allowable travel related expenses.

Services Provided by Volunteers: If a member requires facilitation or attendant services and the facilitator or attendant is a volunteer, the council will authorize payment of travel related expenses for the volunteer.

TRAVEL

In accordance with PML 1986-001 entitled, "Travel Expenses of Non-State Employees," travel expenses of individuals providing facilitation or attendant services to a member may be reimbursed at rates equal to the rates allowed the member. Reimbursement for such travel expenses may be claimed on a travel expense claim which references the services provided and the name of the disabled member.

ATTACHMENT B

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES FACILITATOR SERVICES TASK CHECKLIST

The task checklist will be used in determining the reasonableness of costs for facilitator and/or attendant services used by the member for purposes of reimbursement.

This facilitator services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable him/her to fully participate in Council related meetings.

Definition: Facilitation refers to a service wherein one person aids another to understand policy issues, to develop his/her own informed decisions regarding the issues, and to effectively express those decisions. A facilitator also assists with making transportation/travel arrangements, obtaining and/or managing funds required for attending Council related meetings, reviewing and interpreting agenda items, and providing support during meetings through interpretation of actions or discussions on agenda items.

In order to determine if the member requires the assistance of a facilitator, please indicate yes or no to the following list of Council related activities or functions:

1. Assistance is needed with the interpretation of policy related information, either written or oral, into a form that is more easily understood.
YES ___ NO___
2. Assistance is needed in making travel and transportation arrangements to attend Council related meetings and related functions.
YES ___ NO___
3. Assistance is needed in obtaining and/or managing funds required for taking part in Council related meetings.
YES ___ NO___
4. Assistance is needed in the interpretation of agenda items prior to meetings.
YES ___ NO___
5. Assistance and support is needed during meetings with the interpretation of actions or discussions of agenda items.
YES ___ NO ___

ATTACHMENT C

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES ATTENDANT SERVICES TASK CHECKLIST

The task checklist will be used in determining the reasonableness of costs for attendant services used by the member.

This attendant services task checklist is to aid in identifying and documenting specific areas the member needs assistance with to enable him/her to fully participate in Council related meetings.

Definition: "Attendant services" refers to assistance from others which compensates for a person's inability to independently perform activities of daily living. Services may include assistance with personal maintenance and hygiene, mobility, and escort services.

In order to determine if the member requires the assistance of an attendant, please indicate yes or no to the following list of activities:

1. Mobility and escort services to and from meetings.
2. Activities of daily living (specify)
 - a. Dressing YES ___ NO___
 - b. Bathing YES ___ NO___
 - c. Eating YES ___ NO___
 - d. Tilting YES ___ NO ___
 - e. Grooming YES ___ NO___
 - f. Respirator equipment maintenance YES ___ NO___
 - g. Other

3. Reading of materials YES ___ NO___